



**Attention: Cross Dock Suppliers**

**Subject: Upcoming changes to Cross docking for Officeworks**

Since 2003, Officeworks has used the services of Kmart Supply Chain for cross docking. This has included using their IT systems as well as the facilities located in Brisbane, Sydney, Melbourne and Perth.

As part of improving the way we do business, Officeworks is looking at bringing these IT systems in house to enable us to interface directly with suppliers and stores.

In conjunction with these system changes, Officeworks is going to change cross dock service providers and facilities.

From 14<sup>th</sup> September 2009, Australian Air Express (AaE) will be providing our cross docking services in Brisbane, Sydney, Melbourne and Perth. AaE is a joint venture between Qantas Airways Ltd and Australia Post that was established in 1992. AaE has sophisticated sortation systems and distribution facilities across Australia.

This is to give you early advice of this upcoming change. A key part of this major change over project is to ensure we improve the way we do business but also to reduce/minimise the impact on our suppliers. As the project progresses we will keep you informed as to any changes in systems and processes, rest assured that we anticipate any changes to be minimal and will improve the flow of goods from our suppliers to our stores.

We anticipate providing further information –

W/C 15/8/09 - Process Change Communication pack

W/C 24/8/09 – Site Visits Melbourne/Sydney

W/C 31/8/09 – Final change over details

We will be in further contact as we move closer to changeover.

For more information about the Cross Docking Changeover Project please contact Akram Yusuf ([ayusuf@officeworks.com.au](mailto:ayusuf@officeworks.com.au)) or Ross Mackenzie ([rmackenzie@officeworks.com.au](mailto:rmackenzie@officeworks.com.au))

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